



# SAMER AL-SAFWANI

EXECUTIVE SECRETARY

## ABOUT ME

Experienced in customer service and relationship management with 12+ years of working in banking. Currently looking for an opportunity in financial management sector.

## EDUCATION

**Diploma Executive Secretary**  
Institute of Public Administration  
Dammam, Saudi Arabia | 2007

## LANGUAGES

Arabic

English

## SKILLS

Communication ● ● ● ●

Teamwork ● ● ● ●

Leadership ● ● ● ●

Goal Oriented ● ● ● ●

## HOBBIES

Internet | Traveling | Computer | Music

## EXPERIENCE

- **Saudi British Bank - SABB**  
Customer Relations Representative  
2008 - 2020 | 12 years
- **Saudi Post Office**  
Secretary Trainer  
2007 - 2007 | 6 Months

## CERTIFICATES

- **SABB**
  - 2019 | Mandatory Email Security
  - 2019 | Financial Crime Risk Responsibilities
  - 2019 | Protecting Our Information
  - 2018 | Awareness of Job Flexibility
  - 2018 | Reputational Risk
  - 2017 | Managing Reputation Risk
- **RBPF**
  - 2015 | Retail Banking Professional Foundation Exam